



## National Services

Including Subsidiaries and Affiliated Corporations

### *Edina Care & Rehabilitation Center*

#### **Weather Monitoring**

The facility is equipped with weather monitors that are located at all nursing stations and in the maintenance office.

Always have the monitors plugged in and on-off switch in the "on" position.

Always have alert-monitor switch in "alert" position.

Monitor will automatically broadcast any severe weather warnings.

To silence monitor, push tone-reset button to "reset" or "alert" for 10-15 seconds. Monitor is now on Alert stand-by again.

Always leave antenna up for good reception.

**Do Not Remove From Desk!**



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## Tornado Plan

### Tornado Watch Plan:

1. Alert building with an announcement.
2. Secure each room with priority given to Southwest corner of building
  - Close windows and pull drapes.
  - Clear all window sills, take down hanging plants if in front of the window.
  - Inform residents & visitors as you are doing tasks
  - Remain calm and continually reassure residents
3. Turn radio to WCCO (830 AM) & monitor storm development

### Tornado Warning Plan:

1. Alert building with an announcement.
2. Move residents to designated areas of safety (See evacuation floor plan) with priority given to the Southwest corner of the building. Residents' doors should be closed and rooms monitored. Move bed-ridden residents to interior bathrooms. If unable to do so, move away from outside walls and windows. Pull privacy curtain and cover with extra blankets for protection.
3. Turn radio to WCCO (830 AM).
4. Remain in "Warning" condition until "all clear" is called.

**Top Priority:** Maximum safety for all residents in the shortest amount of time.

\*\* When a SEVER THUNDERSTORM WARNING (winds exceeding 75 mph) is issued by the weather service, the tornado warning plan should be activated.



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## Tornado Watch

A Tornado Watch is an alerting message between the National Severe Forecast Center and areas potentially threatened by tornados. The message will specify the area covered by the watch and establish a period of time during which tornado probabilities are expected to be dangerously high. A watch alerts us to plan for threatening weather.

### Procedure

1. The building supervisor is responsible for alerting all departments that a watch is in effect.
  - a. Relay message over building intercom system. Repeat.
  - b. If ancillary departments are not staffed, delegate someone to carry out duties
2. Check weather radio at nursing stations to make sure they are on.
  - a. The building supervisor will monitor information and update each station of the storm's progress.
3. Tune radios to WCCO (830 AM).

### Department Duties

#### Maintenance:

- Secure the outside of the building by storing articles which could become missiles in strong winds. This includes lawn furniture and equipment.
- Recall any residents who are outside on facility grounds.
- 90% of all tornados develop in the Southwest.

#### Laundry:

- Assist as requested in providing extra linen to floors.

#### Kitchen:

- Prepare for possible power failure
- Secure a supply of disposable dishes and eating utensils.
- Clear all window sills in the kitchen and dining room.
- Close all windows.

\*\*Continued on next page

Nursing:

- Clear all window sills
- Close windows and pull blinds.
- Inform residents and visitors of situation. Calmly explain precautions you are taking.
- Secure nursing stations:
  - Clear top of desk;
  - Locate emergency weather equipment kit; includes first aid supplies. Turn radio & monitor on.
- Go to laundry room for extra linens. Ask assistance from laundry personnel if available.
- Remove all unnecessary equipment from corridors.
- Be prepared to go into Warning Plan.

All Other Departments:

- Assist as needed with assembling residents and securing building. Work calmly. Reassure residents. Remove all unnecessary equipment from corridors.



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## Tornado Warning

A tornado warning is issued when a tornado has actually been sighted in the area or detected on radar. A warning will indicate the location of the tornado at the time of detection, the area through which it is expected to move, and the time period during which the tornado will move through the area warned. When a tornado warning is issued, take immediate safety precautions. ACT NOW!

### Procedure

1. The weather radio will broadcast a steady siren tone, 3 to 5 minutes long.
2. The building supervisor will announce that a tornado warning is in effect and assist departments as needed.
  - o Use building intercom system to announce the warning.
  - o Repeat the message several times.
  - o Speak in a calm and professional manner.

### Department Duties

#### Laundry:

- o Assist with moving residents to designated areas of safety.
- o Turn off electrical equipment.

#### Kitchen:

- o Turn off all ovens, burners, steam tables and dish machine.
- o Assist with moving residents to designated areas of safety.

#### Nursing:

- o Transport all residents to the NORTHEAST corridor or orange dot rooms excluding the use of all dayrooms and dining rooms. Give priority to evacuating rooms located on the South and West sides of the building.
  - o Bedridden Residents: Whenever possible, move to an internal bathroom. If not moved, beds should be moved as far away from the windows as possible within the room, closing privacy curtain between the bed and window for added protection. The resident should be turned on their sides away from the window, using pillows and blankets for added protection.

\* Continued on next page

- Non Bedridden Residents: Transferred to wheelchairs and moved to the Northeast corridor, facing North, or moved to an ORANGE DOT room. If not moved, treat as a bedridden resident.
- Assign staff to Northeast corridor and internal bathrooms proportionate to the number of residents. Account for every resident.
- Close doors of all rooms.
- Distribute blankets and bedspreads to use as additional protection for residents in Northeast corridors.
- Store resident charts, medication and treatment books in the medication room.
- Have emergency kit available and accessible.
- Transport oxygen tank, one suction machine and emergency kit to Northeast corridor.

#### All Other Departments:

- Go to the floors and assist with moving residents to designated areas of safety (see evacuation floor plan).

#### General Instructions:

- Instruct visitors to assist with the plan under supervision of team leaders.
- Residents should be transported with wheelchairs, walkers, or by independent ambulation.
- Assistance of all staff is needed and staff MUST use the stairways in going to their destinations.
- In case of power failure, the generator will activate automatically for emergency power supply. The front elevator is the only elevator on emergency power supply. If power failure should occur, emergency weather kits for each station should contain flashlights, transistor radios, batteries, and night light adapter.
- Stay with and reassure the residents.
- Return to room and normal routine only when an official ALL CLEAR has been issued. Observe weather conditions outside first.
- Return transistor radios, flashlights, batteries, and night light adapter to the emergency weather equipment kits.
- Return O2, suction machine and emergency weather kit to respective room.



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#### **Tornado Touchdown / Boiler Explosion / Structural Damage**

1. Call 911: \*
  - If phones are not working, send a responsible person to notify the police
  - Call the Executive Director and the Director of Environmental Services
2. Director of Nursing, building supervisor and/or delegate, set up triage.
  - Immediately begin rescue operations for critically injured. Account for every resident giving special guidance to the blind and/or deaf.
  - Administer First Aid to seriously wounded victims.
  - Prepare casualties for transport to Fairview Southdale Hospital or other area Medical Centers able to handle emergency treatments.
  - Assemble uninjured survivors in the lobby area for evacuations from the Care Center at the direction of the person in charge.
  - Evacuate to the Church of Peace at 64<sup>th</sup> & Xerxes.
3. Notification:
  - Call State boiler inspector at 651-296-4531
  - Call Center Point Energy at 612-321-4939
  - Call Corporate Office at 952-941-0305
4. Procedures:
  - No clean-up until State inspector and insurance carrier have completed their inspection. Request a copy of written reports.
  - Ask for identification cards from all inspectors.
  - If food or emergency supplies are needed, the Executive Director should notify American Red Cross at 612-871-7676.